



**SENIOR SPECIALIST PROPERTY APPRAISER
SENIOR SPECIALIST PROPERTY AUDITOR APPRAISER
EXAM CODE: 2EQ04-01/02**

Department(s):	Board of Equalization
Opening Date:	February 17, 2012
Final Filing Date:	March 9, 2012
Type of Recruitment:	Open/Non-Promotional
Salary:	\$5309.00 to \$6774.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	SPOT Exam Single Selection
Location(s):	Sacramento/Norwalk

INTRODUCTION

Note: This examination does not have an "Apply Online" feature.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

FILING INSTRUCTIONS

Final Filing Date: March 9, 2012

State Applications (Form STD. 678) may be mailed to:

**EXAMINATION & RECRUITMENT SECTION
BOARD OF EQUALIZATION
450 N STREET, MIC: 17
SACRAMENTO, CA 95814**

Do not submit applications to the State Personnel Board.

Applications (Form STD. 678) submitted by mail, not on-line, must be **POSTMARKED** (e.g., United States Postal Service), or personally delivered no later than the **March 9, 2012**.

Note:

Applications postmarked or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, after the **March 9, 2012** will not be accepted for any reason.

Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of regulations 174.

It is the personal responsibility of each examination candidate to submit an examination application within the timeframe and in the manner specified on this examination bulletin.

Cross Filing Information for series examinations

If you meet the entrance requirements for both the **Senior Specialist Property Appraiser** and **Senior Specialist property auditor Appraiser**, you may file a single application for both classifications. Please indicate each classification title you wish to test for on the application.

MEETING THE MINIMUM QUALIFICATIONS TO COMPETE IN THE **SENIOR SPECIALIST PROPERTY APPRAISER/SENIOR SPECIALIST PROPERTY AUDITOR APPRAISER**, BOARD OF EQUALIZATION EXAMINATION DOES NOT ASSURE PLACEMENT ON THE ELIGIBLE LIST. COMPETITORS MUST SUCCESSFULLY PASS THE EXAMINATION.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Board of Equalization for Sacramento and Norwalk only. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on the examination announcement by **March 9, 2012** the final filing date for this examination. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class title (**not working title**). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS

All applications must meet the entrance requirements for this examination as outlined below by **March 9, 2012**, the final filing date.

Senior Specialist Property Appraiser

Either I

Two years of experience in California state service performing property appraisal duties of a class equivalent to Associate Property Appraiser (Board of Equalization). (Applicants who are within six months of meeting this requirement will be admitted to the examination but must satisfactorily meet the requirement before they can be eligible for appointment.)

Or II

Experience: Four years of experience appraising major and complex real property, including at least two years of experience in the independent appraisal of major commercial, industrial, and/or agricultural properties. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) [Experience in California state service applied toward Pattern II must include two years of experience performing duties in a class at a level of responsibility equivalent to Associate Property Appraiser (Board of Equalization).]

Senior Specialist Property Auditor Appraiser

Either I

Two years of experience in California state service performing property appraisal and auditing duties of a class equivalent to Associate Property Auditor Appraiser (Board of Equalization). (Applicants who are within six months of meeting this requirement will be admitted to the examination but must satisfactorily meet the requirement before they can be considered eligible for appointment.)

Or II

Experience: Four years of experience in business personal property appraisal work including at least two years of experience in the independent audit and appraisal of major commercial and industrial personal properties and fixtures.

AND

Either I

Education: Equivalent to graduation from college.

Or II

Completion of either:

- a. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
- b. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, cost accounting, and three semester units of business law.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis. Substitution is not permitted for the specific college course work required under (b) above.)

[Experience in California state service applied toward Pattern II must include two years of experience performing the duties of a class at a level of responsibility equivalent to Associate Property Auditor Appraiser (Board of Equalization).]

KNOWLEDGE AND ABILITIES

SCOPE:

A. Knowledge of:

1. General appraisal methods, procedures, and terminology.
2. General accounting and auditing principles and procedures*.
3. Real property law and common methods of describing property.
4. Specialized practices and procedures used in property appraisals.
5. Auditing, public utility regulations and utility accounting*.
6. Provisions of Property Tax laws administered by the State Board of Equalization.
7. Purposes, organization, and procedures of assessors' offices.
8. Departmental policies, rules and regulations.
9. Organization of the State Board of Equalization, particularly the Property Taxes Program.

B. Ability to:

1. Apply the required knowledge.
2. Conduct appraisals and/or audits of real and personal properties.
3. Analyze data and draw sound conclusions.
4. Analyze situations accurately and take effective action.
5. Prepare clear, complete, and concise reports.
6. Communicate effectively.

*Property Auditor Appraiser (Board of Equalization) only.

POSITION DESCRIPTION

The Senior Specialist Property Appraiser and Senior Specialist Property Auditor Appraiser (Board of Equalization) are the advanced journey or specialist level. Under general direction, incumbents independently plan, direct, and conduct the most difficult and complex appraisals, field investigations, and/or audits* of the following property types: the largest, unique and/or major industrial, railroad, private railroad car leasing companies, utility, commercial, or specialty properties and water rights; evaluate mergers and acquisitions of major railroads, utilities, and industrial companies; coordinate mandated assessment practices surveys and related appeals; design and conduct research and studies in the most difficult and complex areas concerning highly controversial and political issues; write the most technical letters, reports, and segments of appraisal manuals having major statewide policy ramifications; advise and assist the Board of Equalization's members and staff, State Legislature, county assessors, taxpayers, and others on assessment practices, valuation policies, value trends, and the impact of major legislation or judicial determinations; appear before the Board as appraisal experts and advisors to Board of Equalization members; act as an expert before the Board of Equalization and other courts in defense of audit and/or appraisal assignments; and may act in a lead capacity. Positions exist with the Board of Equalization in Sacramento and Norwalk. Various positions may require the incumbent to be fingerprinted.

*Property Auditor Appraiser (Board of Equalization) only.

SPECIAL REQUIREMENTS

Willingness to travel and work odd hours away from the office.

VETERANS PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career credits do apply and will be added to the final score of all successful competitors who qualify for the credits.

In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Section 3513. Competitors not currently employed by the State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

SELECTION PLAN

It is anticipated that interviews will be held during **April/May 2012**

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100.00%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

CONTACT INFORMATION

If you have questions concerning this examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, CA 95814.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: <http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Board of Equalization three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Board of Equalization three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Education: The qualifications meeting the requirement “Equivalent to graduation from college” means satisfaction of the requirements for the bachelor’s degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor’s degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Veterans’ Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans’ Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans’ Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In Open (only) entrance examinations, Veterans’ Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. In Open, Non-Promotional entrance examinations, Veterans’ Preference Points are granted as follows: 5 points for veterans and 10 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans’ Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans’ Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans’ Preference Points are on the Veterans’ Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022
